

## INVOICE SUMMARY (Insert Project Name Here)

**Date:** Insert Date Submitted

**Bill To:** California State Lands Commission  
Attn: Annabell Abeleda, Contracts Officer  
100 Howe Ave, Suite 100 South  
Sacramento, CA 95825

CSLC Contract #: C200x-xxx  
CSLC File Number: W30xxx  
CSLC RA #: Rxxxxx  
DEPM Proj. Manager: xxxxx

**CONSULTANT NAME IN BOLD CAPS**

Street Address  
Suite  
City, State ZIP

Invoice #: xxx  
Invoice Contact Name: xxxx  
Phone: xxxxx  
Fax: xxxxxxx  
e-mail: xxxxxx

Invoice For Billing Period - - - From: xxxxx TO: xxxxx				
Description from Contract	Contract	THIS INVOICE	Cumulative Spent	% Spent
<b>Task 1:</b> Name of Task	\$	\$	\$	
<b>Task 2:</b> Name of Task.	\$	\$	\$	
<b>Task 3:</b> Name of Task	\$	\$	\$	
<b>Task 4:</b> Name of Task	\$	\$	\$	
<b>Task 5:</b> Name of Task	\$	\$	\$	
<b>Task 6:</b> Name of Task	\$	\$	\$	
<b>Task 7:</b> Name of Task	\$	\$	\$	
<b>Task 8:</b> Name of Task	\$	\$	\$	
<b>Optional Task X:</b> Name of Task	\$	\$	\$	
<b>TOTALS:</b>	\$	\$	\$	

**NOTE:** All expense costs are to be included within the specific Task for which they accrued.

INVOICED APPROVED FOR PAYMENT BY:

INVOICE REVIEWED BY:

\_\_\_\_\_  
Date: \_\_\_\_\_  
DEPM Project Manager

\_\_\_\_\_  
Date: \_\_\_\_\_  
DEPM Manager/Supervisor

**STATUS REPORT – Insert Project Name Here**  
**(Provide Information For Billing Period - From: xxxxx TO: xxxxx)**

*(Use Task Descriptions from Contract. Only include Tasks worked on during Billing Period)*

**Task 1 – Name of Task**

Summary description of activities of Contractor and subcontractors: xxx

Specific milestones/products completed and remaining: xxx

Problems encountered with Scope (including description of required solutions): xxx

Is the Task within Budget? (if not, explain) xxx

Is the Task on Schedule? (if not, explain) xxx

**Task 2 – Name of Task**

Summary description of activities of Contractor and subcontractors: xxx

Specific milestones/products completed and remaining: xxx

Problems encountered with Scope (including description of required solutions): xxx

Is the Task within Budget? (if not, explain) xxx

Is the Task on Schedule? (if not, explain) xxx

**Optional Task X – Name of Task**

Summary description of activities of Contractor and subcontractors: xxx

Specific milestones/products completed and remaining: xxx

Problems encountered with Scope (including description of required solutions): xxx

Is the Task within Budget? (if not, explain) xxx

Is the Task on Schedule? (if not, explain) xxx

**ATTACH DETAILED INVOICE AND SUPPORTING  
DOCUMENTATION AS REQUIRED BY EXHIBIT “B” OF CONTRACT**